

**SECTION A: ALL PARTICIPANTS**

**Participants in the Metro Vanpool Program agree to comply with the following terms and conditions:**

1. The Participant Agreement shall be effective as of the date signed by the Participant. Participants shall not be considered or hold themselves out to be Primary Drivers, Backup Drivers or Bookkeepers in the Metro VanPool Program until their applications have been approved by Metro VanPool. The Agreement shall continue in force until one of the parties gives the other party written notice 15 days prior to the planned date of termination. Participants may terminate their participation for any reason. Metro VanPool may terminate the Participation Agreement and/or the vanpool as a whole for any of the following reasons:
  - a. if fares drop below the break-even point for two consecutive months;
  - b. if the operation of the vanpool becomes inconsistent with the evaluation criteria established for the Metro VanPool Program;
  - c. if the Program is terminated;
  - d. if the Participant fails to pay the rider fee promptly;
  - e. if the Participant disrupts the operation of the vanpool;
  - f. if the Participant fails to abide by these Terms and Conditions; or
  - g. for other reasons as determined by Metro VanPool.
2. Participants acknowledge that Metro VanPool may revise these Terms and Conditions and that Participants shall comply with such revisions in order to continue to participate in the Metro VanPool Program.
3. Participants will pay their monthly vanpool fares to Bookkeepers prior to riding and not later than the first of each month.
4. Participants will abide by all day-to-day operational rules of vanpools as established by majority vote of the vanpool members or as may be directed from time to time by Metro VanPool.
5. Participants will abide by the policies and rules set forth in the VanPool Program Manual provided to vanpools by Metro VanPool. Participants acknowledge that Metro VanPool may revise those policies and rules and that Participants shall comply with such revisions in order to continue to participate in the Metro VanPool Program.
6. Participants will notify Drivers in advance of all anticipated non-use of vans due to such factors as vacation, business travel, overtime, etc.
7. Participants will notify Drivers or nearest fellow riders of non-use of vans due to sickness.
8. Participants will notify Drivers 15 calendar days in advance of planned termination of participation in vanpools.
9. Participants will help maintain ridership in the vanpool.
10. Participants will help keep the van clean and tidy.
11. Participants will find alternate transportation on days when vans do not operate and when work or personal schedules do not allow participation in vanpools.

12. Participants will cooperate to ensure, to the best of their ability, that no person shall be denied the opportunity to participate in or be subjected to discrimination in the conduct of the VanPool Program because of race, creed, color, sex, age, national origin, sexual orientation, or the presence of any sensory, mental or physical disability in any manner contrary to applicable local ordinance, state or federal laws and regulations.
13. Participants will indemnify and hold harmless King County, its authorized agents and employees from all claims, actions, costs, damages or expenses of any nature whatsoever arising out of or resulting from any delays, tardiness, failure to make an appropriate or scheduled pick-up, absence of the van or termination of the program.
14. Participants acknowledge that the Metro VanPool Program provides ridesharing referral services without screening the character or background of Participants or applicants. King County shall have no responsibility or liability for any acts or omissions of VanPool Participants or applicants except as otherwise provided in these Terms and Conditions.

**SECTION B: DRIVERS**

**Each Driver, including Primary and Backup Drivers, in the Metro Vanpool Program agrees to comply with the following terms and conditions, in addition to those terms and conditions set forth in Section A above:**

1. Drivers shall maintain valid driver's licenses as required by the State of Washington.
2. Drivers shall notify Metro VanPool when they no longer meet the Driver Selection Criteria established by Metro VanPool.
3. Drivers shall complete the Metro VanPool Driver's Orientation Course prior to taking possession of or operating vans.
4. Backup Drivers shall assume all responsibilities of Primary Drivers when acting in that capacity.
5. Backup Drivers shall be available to drive vans when Primary Drivers are unable to do so.
6. Drivers shall drive vans daily to and from work/school, picking up and discharging riders in accordance with the mutually established routes and schedules.
7. Drivers shall coordinate maintenance, cleaning and servicing of vans as prescribed in the VanPool Program Manual.
8. Drivers shall keep daily and monthly records as required by Metro VanPool, submitting them to Metro VanPool as scheduled in the VanPool Program Manual.
9. Primary Drivers shall coordinate with Backup Drivers (minimum of one approved Backup Driver per van) to ensure continued operation of vanpools in the absence of the Drivers.
10. Drivers shall coordinate the provision of alternate transportation when the vans are not available.

11. Drivers shall coordinate the development of rules for the day-to-day operation of vanpools (e.g., smoking, wait times, radio).
12. Drivers shall comply with the policies and rules in the VanPool Program Manual related to personal use of vans.
13. Drivers agree they shall be considered to be volunteers under the law and shall not hold themselves out to be nor act as employees or agents of King County.
14. Drivers shall at all times operate vans in a manner complimentary to the public nature of the VanPool Program, keep the vans clean, drive in a courteous manner, and if asked, explain the unique character of the use of the van.
15. Except in emergency situations, operation of vans shall be restricted to Metro-approved Drivers.
16. Safe driving habits and complete observance of all traffic regulations are of the utmost importance and are required of all Drivers. Any citation for a moving traffic violation resulting from the operation of a van is the responsibility of the Driver driving the van at the time of issuance of the citation. All Drivers shall report each citation they receive for a moving traffic violation, whether received while driving the van or any other motor vehicle, to Metro VanPool within 48 hours.
17. Drivers shall promptly report any vehicular accident involving bodily or property damage, whether the accident occurred while driving the van or any other motor vehicle, to Metro VanPool as detailed in the VanPool Program Manual.
18. Drivers shall comply with the off-street parking policies and rules set forth in the VanPool Program Manual.
19. Drivers shall not use vans for **business purposes or for hire**; to pull trailers, boats, etc.; to haul garbage, debris, or excessive loads; for any purpose requiring the removal of seats; **or for any other purposes described in the VanPool Program Manual. Drivers acknowledge that they shall have full liability and responsibility if vans are used for other than permitted purposes or in a manner inconsistent to these Terms and Conditions.**
20. Drivers shall drive vans only on hard surfaced streets and highways and other normal access roads and driveways. Drivers shall not drive vans off-road, on beaches, in fields, or in any other potentially unsafe environment.
21. Drivers shall not drive vans over bridges or roads posted for less than a 4-ton maximum weight load. Drivers shall observe width and height clearance requirements of and for the van at all times.
22. Drivers shall not allow accessories, including window or bumper stickers, appearance items or additional equipment, to be added to or removed from the van without prior approval of Metro VanPool.

## **SECTION C: BOOKKEEPERS**

**Bookkeepers in the Metro VanPool Program agree to comply with the following terms and conditions, in addition to those terms and conditions set forth in Sections A and B above, if applicable:**

1. Bookkeepers shall complete the required portions of the

Metro VanPool Driver's Orientation Course prior to assuming Bookkeeper responsibilities.

2. Bookkeepers shall collect the monthly fares from all riders not later than the first of the month for which the fares are being paid.
3. Bookkeepers may pay and be reimbursed for miscellaneous operating expenses of the van as detailed in the VanPool Program Manual.
4. Bookkeepers shall keep and submit daily and monthly records as detailed in the VanPool Program Manual.

## **SECTION D: METRO VANPOOL**

**Metro VanPool agrees to comply with the following terms and conditions:**

1. Metro VanPool shall provide vans for use by vanpools.
2. Metro VanPool shall provide for fuel, servicing and maintenance of vans.
3. Metro VanPool shall help Drivers and Bookkeepers fulfill their administrative obligations.
4. Metro VanPool shall assist vanpools in maintaining ridership.
5. Metro VanPool shall provide service loaner vans by reservation on a first come, first served basis.
6. Metro VanPool shall assist vanpools in making alternate transportation arrangements in the event of mechanical failure of vans.
7. Metro VanPool shall attempt to resolve disputes arising out of established day-to-day operational rules of vanpools.
8. Metro VanPool shall establish and maintain a fare schedule for participation in vanpools.
9. Metro VanPool shall ensure, to the best of its ability, that no person shall be denied the opportunity to participate in or be subjected to discrimination in the conduct of the VanPool Program because of race, creed, color, sex, age, national origin, sexual orientation, or the presence of any sensory, mental or physical disability in any manner contrary to applicable local ordinance, state or federal laws and regulations.
10. Metro VanPool shall provide vanpools with VanPool Program Manuals outlining policies and rules applicable to the VanPool Program.
11. Metro VanPool shall provide vanpools with all necessary report forms, including instructions for their completion and a submission schedule.
12. Metro VanPool shall allow approved Drivers to use vans for personal use in accordance with the policies and rules set forth in the VanPool Program Manual.
13. **Metro VanPool shall provide liability coverage at statutory limits for negligent operation of a van for and including bodily injury, property damage, comprehensive, collision, and uninsured motorist protection; provided, the van was being operated by a participant authorized by Metro VanPool and for a purpose permitted under these Terms and Conditions.**



## GROUP INFORMATION

HOV          Primary Driver/Group Coordinator Name \_\_\_\_\_  
Van # (if known) Group # (if known) Check if **New** Group

LAST NAME

NAME

## E-MAIL ADDRESSES

[HOME](#)

## HOME ADDR.

ZIP CODE

MAILING ADDR.

ZIP CODE

## PHONE NUMBERS

1759 (Rev. 5/00)

As a condition of participating in the Metro VanPool Program, the Participant agrees to comply with the Metro VanPool Terms and Conditions, a copy of which the Participant acknowledges receipt.

PARTICIPANT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Please assist us by answering the following questions with a check mark or as specified.  
Your responses are helpful to the VanPool Program.

1. On a scale of one to five, how important are each of the following in making vanpooling appealing to you? (Check one for each: from 1 = not at all important to 5 = extremely important, or "n/a" for those that don't apply to you.)

Reasons	n/a	1	2	3	4	5
saves wear and tear on personal vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
less stressful than other commute modes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
less expensive than other commute modes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
saves time over other commuter modes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
helps reduce regional traffic congestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
better for the environment/air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other? (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VanPool Program-Related Features	n/a	1	2	3	4	5
availability of a free ride home when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
an employer-sponsored or other free ride period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
an employer-provided or other fare subsidy/discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
convenient free origin-end parking for meeting vanpool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
priority or discount parking for vans at destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other? (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the following questions you may check one or more responses:

2. How did you learn about the VanPool program?

<input type="checkbox"/> from another vanpooler	<input type="checkbox"/> from my employer/school
<input type="checkbox"/> from an advertisement	<input type="checkbox"/> saw a vanpool
<input type="checkbox"/> other (please specify) _____	

3. How did you learn about the van that you joined?

<input type="checkbox"/> from another vanpooler	<input type="checkbox"/> from my employer/school
<input type="checkbox"/> from VanPool Program staff	<input type="checkbox"/> I helped form my vanpool
<input type="checkbox"/> from Ridematch letter	
<input type="checkbox"/> other (please specify) _____	

4. Which, if any, of the following events prompted you to start vanpooling when you did?

<input type="checkbox"/> changed work hours or days	<input type="checkbox"/> changed work location
<input type="checkbox"/> changed home location	<input type="checkbox"/> can use HOV lane/ramp
<input type="checkbox"/> could no longer use previous commuting mode	
<input type="checkbox"/> a van seat I had been waiting for became available	
<input type="checkbox"/> other (please specify) _____	

5. What commute modes have you used on a regular basis?

<input type="checkbox"/> did not commute	<input type="checkbox"/> drove alone	<input type="checkbox"/> carpooled
<input type="checkbox"/> in another vanpool	<input type="checkbox"/> bicycled	<input type="checkbox"/> walked
<input type="checkbox"/> rode bus		
<input type="checkbox"/> other (please specify) _____		

6. How did you commute just before you started vanpooling in this van?

<input type="checkbox"/> did not commute	<input type="checkbox"/> drove alone	<input type="checkbox"/> carpooled
<input type="checkbox"/> rode in another vanpool	<input type="checkbox"/> bicycled	<input type="checkbox"/> walked
<input type="checkbox"/> rode bus		
<input type="checkbox"/> other (please specify) _____		

7. What other commute modes are reasonably available to you for your present commute?

<input type="checkbox"/> none	<input type="checkbox"/> driving alone	<input type="checkbox"/> carpool
<input type="checkbox"/> a non-Metro/King County		
<input type="checkbox"/> vanpool	<input type="checkbox"/> bicycle	<input type="checkbox"/> walking
<input type="checkbox"/> riding the bus		
<input type="checkbox"/> other (please specify) _____		

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8. What would help improve your commuting?

\_\_\_\_\_

9. What is the number of people in your household who work outside the home? \_\_\_\_\_

10. How many vehicles are available for household members to get to work? \_\_\_\_\_

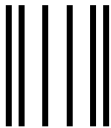
11. What is your combined household income?

<input type="checkbox"/> under \$25,000	<input type="checkbox"/> \$40,000 to \$59,999
<input type="checkbox"/> \$25,000 to \$39,999	<input type="checkbox"/> \$60,000 and above

FOR OFFICE USE ONLY

Metro Staff Representative _____	Title _____
Signature _____	Date _____
Revenue Month _____	Fare Amount _____

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NO POSTAGE  
NECESSARY  
IF MAILED  
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UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 75436 SEATTLE, WA

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KING COUNTY  
METRO TRANSIT DIVISION  
RIDESHARE OPERATIONS  
MS YES-TR-0700  
400 YESLER WAY  
SEATTLE WA 98104-2615

